



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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Eldred Enas, Chairman

January 12, 2012

#01-12

VACANCY ANNOUNCEMENT

DEPARTMENT: CHILDREN'S RESIDENTIAL CENTER
POSITION: CHILD CARE WORKER (2 POSITIONS)
SUPERVISED BY: CRC DIRECTOR
SALARY: \$9.00 PER HOUR
CLOSING DATE: OPEN UNTIL FILLED

SUMMARY:

Under general direction and supervision of the CRC Director, this position is an entry-level position in a residential child care facility. Worker will assist with direct care supervision of children and provide appropriate interactions and personal care services for the Children's Residential Center. Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This classification is responsible for aiding the Lead Child Worker in providing social, educational and community services/activities with designated consumers. This classification is from other service classifications by its responsibility for providing direct consumer care and consumer supervision as part of the treatment team.

DUTIES/RESPONSIBILITIES:

- Provide direct consumer care in a manner that considers safety, consumer rights, cleanliness, comfort and therapeutic environment;
- Communicates and interacts with program consumers on an individual and group basis;
- Provides direct care for program consumers, provides support to team members and assists with reviews of care and appropriateness of case plans;
- Ensures a safe and therapeutic environment is maintained by developing and communicating procedures with consumers, family members, placement agencies, visitors and staff;

- Observes consumer's behaviors and consults with primary care physicians, agencies and family/guardians regarding needed services;
- Provide consumer care as directed by the Lead and/or CRC Director
- Ensures proper administration and documentation of non-prescription and prescription medication (excluding IV medications) as prescribed by licensed medical professionals;
- Supervises and facilitates daily milieu services as assigned, such as assisting with activities of daily living skills, meal time, personal hygiene, educational and community groups, and activity therapy;
- Assists assigned consumers in achieving daily goals, maintaining healthy personal hygiene;
- Provides on-going observation of all consumer behavior, immediately reporting any potentially dangerous situations to the supervisor on duty;
- Observes and documents consumer taking of medication and their behavior on a daily basis bringing any unusual behavior to the supervisor's attention and advising next shift of any such behavior;
- Provides safe, timely transportation of consumers to and from the facility as assigned;
- Participates in the agency's orientation training, facility training and staff meetings as scheduled;
- Complies with the agency's on-going staff training hour's requirement;
- Participates in the agency's Quality Improvement System;
- Evaluates program services/functions and encourages consumers to participate in decision-making, counseling, social, recreational, cultural, day and other activities identified in their individual case plan;
- Develops and maintains working relationships with all team members, including placement agencies, family members, guardians, fiduciaries, advocates, etc.; and
- Performs other related duties and assignments as required.

KNOWLEDGE & SKILLS:

- Experience with mental or physical disability;
- Functions and goals of residential care;
- Safety precautions used in transportation and consumer care;
- Community resources and social service agencies;
- Psychiatric disorders, psycho-tropic drugs and their side effects;
- Establishing and maintaining effective working relationships with professional staff, placement agencies, care givers, and community organizations.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.

- Must have a High School diploma or GED and one (1) year experience working in an educational, social service, child care setting or relevant life or work experience with families and adolescents.
- Must possess a valid Arizona driver's license and be insurable under the CRIT agency's automobile policy.
- Provide on-call after hour coverage as needed;
- Able to work flexible schedule as needed: weekends, nights, days, evenings, partial shifts, and holidays.
- Obtain and keep current CPR and Standard First Aid Certificate.
- Able to operate common office equipment and have basic computer skills, including word processing.
- Ability to effectively communicate in English both in writing and verbally.
- Able to positively interact and develop rapport with consumers and their families, professional support staff, and placement agencies and the various levels of staff from community agencies.
- Able to maintain a calm, non-defensive, supportive attitude during crisis or potential crisis situations.
- Ability to uphold confidential standards for the protections of consumer's privacy rights.
- Sensitivity to at risk Native American children and adolescents.

PHYSICAL REQUIREMENTS:

- Must be fully ambulatory and able to lift consumers (be able to lift a minimum of 50 pounds).
- Must be able to climb stairs and assist consumers in moving household items if necessary.
- Must be able to assist with light household chores (involving many physical activities, cooking, including but not limited to kneeling, reaching, stretching, bending, etc., and the use of household cleaners).
- Must be able to endure extreme outdoor temperatures and sudden temperature changes.
- Must be able to demonstrate competency in the following areas: Operate an agency transports vehicle; manual dexterity to keep documentation records; able to visually and auditory monitor consumers; perform crisis intervention techniques to prevent behavior harmful to the consumers or others; assess and provide behavior management in crisis situations and call for assistance if needed; and able to physically perform First Aid/CPR.

CRIMINAL HISTORY:

Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act. The Department of Health Services (DHS) shall not consider for Employment any candidate who has been convicted of a felony misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purpose of accessing criminal history information, the candidate will be fingerprinted.

The Department of Human Resources (HR) may also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history check, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in this selection process.

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

FOR EMPLOYMENT APPLICATION VISIT: <http://crit-nsn.gov>

INDIAN PREFERENCE: Under Title VII of the Civil Rights Act Section 701 (b) and 703 (i) explicitly exempts from coverage the preferential employment of Indians by Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin.

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.